

INSTRUCTIONS TO CONTRACTORS FOR THE SUBMISSION OF QUOTES

1.0 General Instructions: The quotation that, in the discretion of the Contracting Officer, meets all of the minimum technical requirements and provides the best overall value will receive the award.

1.1 Each quote is presumed to represent the Contractor's best efforts to comply with the solicitation requirements and provide the best price. Clarity and completeness of the quotations are of the utmost importance. The quote must be written in a practical, clear, and concise manner. It must use quantitative terms whenever possible and must avoid qualitative adjectives to the maximum extent possible.

1.2 The quote must convey evidence of understanding of the Request for Quote (RFQ) and the required fabrication, first article testing, delivery, assembly, functionality check, and on-site training required to complete the work statement for the F/A-18 Tire Aircraft Fall Protection Stands.

The quotation must demonstrate familiarity with the detailed aspects of the requirements, and clearly show that the Contractor has correctly interpreted all of the requirements. Contractors are cautioned against simply stating they can perform the fabrication, first article testing, delivery, assembly, functionality check, and on-site training for (Ten) F/A-18 Tire Aircraft Fall Protection Stands. The Contractor must provide a concise, clear, and descriptive narrative technical approach (not to exceed 3 pages) how they will perform the fabrication, first article testing, delivery, assembly, functionality check, and on-site training. Statements such as "the Contractor understands" are inadequate. The use of phrases such as "standard practices" (with a specific Government reference or industry reference) does not reflect the Contractor understands the requirements and may not result in a satisfactory technical evaluation. The Contractor is required to provide technical information to support that they have the required equipment necessary and a group of technical personnel that can accomplish the work. The contractor must be able to meet the following standards: ASME, AWS, OSHA, ANSI, & US NAVY FRCSW DRAWING, as required in the solicitation. (Reference SOW) Submitting

the Contractor's own terms and conditions is not acceptable and may be evaluated as non-responsive.

1.3 All Contractors must fully comply with these instructions and address all solicitation requirements to be eligible for award. As such, quotes that take exception to any term or condition of this RFQ/solicitation, propose any additional term or condition, or omit any required information, may not be considered for award. For purposes of this procurement, multiple offers (quotes) will not be considered.

1.4 The quotation should be complete as submitted, and not include references to data or information previously submitted. Data previously submitted to the Navy, if any, will not be incorporated "by reference" into the quotation and will not be considered in the evaluation of the quote.

1.5 At the Government's discretion, quotes may be incorporated into the final award, either in whole or in part.

1.6 Technical and contractual related questions regarding any aspect of this solicitation must be submitted in writing via e-mail only, and addressed to Sheri.BunnMarkryd@Navy.Mil.

Other methods of submitting questions are not authorized and will not be acknowledged. The subject line of all email correspondence must state the RFQ number and "Questions (s)" in the subject line.

The Government will make every attempt to answer all questions in a timely manner; however, questions submitted after the deadline for submitting questions may not allow for ample time to respond and Contractors cannot be guaranteed a response will be issued. Contractors should anticipate that questions and responses will be posted for viewing by all potential Contractors. Answers of themselves do not constitute revisions to the RFQ. Any revision to the RFQ must be done via an amendment to the solicitation. Responses to the RFQ must include company name, address, POC name, telephone number, fax number, county, cage code,

DUNS number, applicable business size, and Tax ID number. All Contract Line Item Numbers (CLINs) shall have a firm-fixed unit price and total price.

PRICING INFORMATION

Under requirements of the Federal Acquisition Regulation (FAR), the Contracting Officer is responsible for determining reasonableness of pricing. To assist in determining whether the prices proposed in your quote is fair and reasonable, your cooperation is requested in submitting the following information if available:

- (a) A copy of the current catalog or established price list for the articles covered by the offer.
- (b) A statement that such catalog or established price list:
 - (1) Is regularly maintained,
 - (2) Is published or otherwise available for inspection by customers, and
 - (3) States the prices at which sales are currently made to a number of buyers.
- (c) A statement that the proposed pricing demonstrates rates for procurement that are equal to the cost realized under a previous Government order.
- (d) A statement that the prices proposed herein, including consideration of any discount or rebate arrangement, do not exceed prices charged the Contractor's most favored customer for like non-commercial items in similar quantities under comparable conditions.

QUOTATION FORMAT AND CONTENT

All quotations to be submitted must include the following information in their e-mail:

Volume I - Quotation

Volume II – Technical Capability, Factor I

Subfactor (1) Machine Type and Capability
Subfactor (2) Relevant Experience of Key Personnel
Subfactor (3) Offeror's Quality Assurance System

Volume III – Delivery
Volume IV - Past Performance
Volume V - Pricing

Table:

Volume Name	Number of Copies**	Page Limit
Volume I – Quotation	1 Copy	2
Volume II – Technical Capability; Subfactors: Machine type, Relevant Experience of Key Personnel; Quality Assurance System	1 Copy	8 Pages for Technical: Technical Proposal – 2 pages; 2 Pages for each subfactor;
Volume III - Delivery	1 Copy	1 page
Volume IV – Past Performance	1 Copy	3 pages
Volume V – Price	1 Copy	2 pages

EVALUATION FACTORS FOR AWARD

EVALUATION: A SINGLE AWARD FOR ALL ITEMS BASED ON THE LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA)

The Government intends to make a single award Firm Fixed Price (FFP) contract for all items based on the Lowest Price Technically Acceptable (LPTA) offer. The Government will evaluate proposals to ascertain a Quoter's ability to meet the

Governments minimum technical capability requirements. Meeting the Government's minimum technical capability represents the basic criteria for award. Failure to meet technical capability shall render the offer to be technically unacceptable and not considered for award. The following factors and subfactors will be applied to evaluate a Contractor's proposal.

Factors:

1. Technical Capability

Subfactors:

Subfactor (1) **Machine Type and Capability**

Subfactor (2) **Relevant Experience of Key Personnel**

Subfactor (3) **Offeror's Quality Assurance System**

2. Compliance with Government's Required Delivery Date

3. Past Performance

4. Price

TECHNICAL CAPABILITY

Contractors should be familiar with FAR 52.212-1(a) (4). The Contractor's quotes shall provide a technical description of the items being offered, technical data, and descriptive information in sufficient detail to describe their knowledge of the processes associated with the fabrication, first article testing, delivery, assembly, functionality check, and on-site training for the F/A-18 Tire Aircraft Fall Protection Stands to be evaluated.

A technical quotation must demonstrate familiarity with the detailed aspects of the requirements, and clearly show that the Contractor has correctly interpreted all of the requirements. Contractors are cautioned against simply stating they can perform fabrication, first article testing, delivery, assembly, functionality check, and on-site training and must provide a concise, clear, and descriptive narrative technical approach (not to exceed 3 pages) how they will perform fabrication, first article testing, delivery, assembly, functionality check, and on-site training required to complete the work statement for the F/A-18 Tire Aircraft Fall Protection Stands and or other descriptive literature or documentation relative to this solicitation.

The Contractor must address all technical sub-factors in sufficient detail. The data will be reviewed by the Government to evaluate a Contractor's capability to provide machining and blending services and ensure compliance with the specifications and technical criteria established under the solicitation.

Contractor's commercial product brochures or technical information, submitted in response to (Section 1) Instructions to Offerors, shall be used to make a determination of whether the offeror meets the technical capability requirements. Contractors shall, therefore, provide information that clearly demonstrates their ability to meet the technical capability requirements.

Upon a determination of technical acceptance of all sub-factors the offeror's quote will then be considered for further evaluation of the remaining factors.

LOWEST PRICE TECHNICALLY ACCEPTABLE RATINGS

TECHNICAL CAPABILITY, DELIVERY, AND PAST PERFORMANCE:

Ratings of **Acceptable** and **Unacceptable** shall be applied to the **evaluation factors and evaluation sub-factors** listed below.

Factor 1 consists of four sub-factors and each sub-factor is weighted equally. Each sub-factor will be evaluated independently and will be assigned an individual rating. The Government will assign overall rating Factor 1 Technical Capability.

A rating of "unacceptable" in any sub-factor may render the Factor 1 unacceptable and the offer ineligible for award.

The Government will evaluate Factor 1 first. If the Contractor provides data to support the sub-factors and a rating of Acceptable is given the remaining factors will be evaluated. If a Contractor does not provide the required data to support the Technical Capability sub-factors, Factor 1 will receive an unacceptable rating and their offer will not be further evaluated.

TECHNICAL CAPABILITY RATINGS:

Technical – Acceptable:

Contractor's must provide the data or documentation to allow the Government to evaluate and make clear decision on the Contractor's capability of the fabrication, first article testing, delivery, assembly, functionality check, and on-site training required for the F/A-18 Tire Aircraft Fall Protection Stands. Offerors providing the data/documentation in a sufficient manner shall receive a rating of acceptable.

Technical – Unacceptable:

Contractors that do not provide any data or inadequate data or documentation or do not fully describe the processes associated with the capability of the fabrication, first article testing, delivery, assembly, functionality check, and on-site training required for the F/A-18 Tire Aircraft Fall Protection Stands required for the louvers will receive an unacceptable rating.

DELIVERY RATINGS:

The solicitation has established a completion timeframe of **(205)** days after award of a contract. Contractors that do not take exception to this timeframe will receive a rating of Acceptable. Contractors that take exception may not be considered for award and will receive a rating of Unacceptable.

Delivery - Acceptable

Contractors which do not take exception to the Government delivery requirement.

Delivery - Unacceptable

Contractors which take acceptance to the Government delivery requirement.

PAST PERFORMANCE RATINGS:

Past performance will be evaluated on two aspects: Contractor's relevancy of present of past performance and on how well the contractor has performed on the contracts. Contractors shall submit Past Performance of similar supplies that have taken place within the past two years. Past Performance references shall be contacted to obtain information on a contractor's performance either for Government or Commercial contracts.

All offerors are required to submit Past Performance Information and all quotes will be evaluated on Past Performance. A Past Performance Information (PPI) forms will be included as a PDF attachment and will be provided in this RFQ for this purpose. It will state what type of data is required to be submitted on the PPI form.

To be considered eligible for award, a Contractor must receive a past performance rating of Acceptable or Neutral. Award will not be made to a Contractor if a rating of Unacceptable is given on past performance.

Past Performance Evaluation Ratings	Description
Acceptable	Based on the Contractor's performance record, the Government has reasonable expectation that the Contractor will successfully perform the required effort, or the contractor's performance record is unknown. (See Note Below)
Unacceptable	Based on the Contractor's performance record, the Government has no

	reasonable expectation that the Contractor will be able to successfully perform the required effort.
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Note: In the case a Contractor without a record of past performance or for whom the information on past performance Is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the Contractor may not be evaluated favorably or unfavorably on past performance (See FAR 15.305 (a)(2)(iv)).

Past Performance – Acceptable

Contractor has relevant past performance, no monetary assessment for non-conforming services, no terminations for default, and has met contract requirements for timely delivery and customer service.

Past Performance – Unacceptable

Unacceptable: Monetary assessment for non-conforming services, terminations for default or cause, poor performance, such as untimely delivery or poor customer service.

Past Performance – Neutral

Unknown or no relevant past performance data available for evaluation.

PRICE:

The Contractor's proposal shall represent Firm Fixed Pricing. Contractors shall consider all costs associated with the fabrication, first article testing, delivery, assembly, functionality check, and on-site training required to complete the work statement for the F/A-18 Tire Aircraft Fall Protection Stands.

The Contractor is to submit proposed pricing which represents a total cost for the entire requirement. Pricing will be evaluated on a Lowest Price Technically Acceptable basis.

FINAL NOTE:

Contractor's quotes must have an overall "acceptable" rating for each evaluation factor in order to receive an award. At the discretion of the Contracting Officer, the Government intends to evaluate quotations and award a Firm Fixed Price type contract without discussions with offerors. Each initial quote should, therefore contain the Contractor's most accurate terms from both a technical and pricing standpoint. The Government reserves the right to make award to other than the lowest priced Contractor if the Contracting Officer determines the award is in the best interest of the Government.